

Plan of Correction

Program Name: Whatever It Takes (WIT)	Date Submitted: 06/11/2018	Date Due: 07/11/2018
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Administrative POC-1	
Rule #: 67:61:04:01	Rule Statement: Policies and procedures manual. Each agency shall have a policy and procedure manual to establish compliance with this article and procedures for reviewing and updating the manual.
Area of Noncompliance: Agency was missing new policies and procedures that came into effect Dec. 2016 and needs to update their policies and procedures manual.	
Corrective Action (policy/procedure, training, environmental changes, etc): We have updated our Policies and Procedures Manual in May 2018 unaware of the new policies that came about in December 2016. We will review the new policies, print them off and update any policies needed. This will be approved at our July 23, 2018 Executive/Regular board meeting and will be sent in after completed for your review.	Anticipated Date Achieved/Implemented: Date 7-23-18
Supporting Evidence: Will be submitted following our 7-23-18 meeting.	Person Responsible: Sabrina Harmon, Director
How Maintained: Policies are printed off and filed in a three ring binder for review.	Board Notified: Y yes or will be at 7-23-18 meeting

Administrative POC-2	
Rule #: 67:61:02:21	<p>Rule Statement: Sentinel event notification. Each accredited agency shall make a report to the division within 24 hours of any sentinel event including; death not primarily related to the natural course of the client's illness or underlying condition, permanent harm, or severe temporary harm, and intervention required to sustain life.</p> <p>The agency shall submit a follow-up report to the division within 72 hours of any sentinel event and the report shall include:</p> <ul style="list-style-type: none"> (1) A written description of the event; (2) The client's name and date of birth; and (3) Immediate actions taken by the agency. <p>Each agency shall develop root cause analysis policies and procedures to utilize in response to sentinel events.</p> <p>Each agency shall also report to the division as soon as possible: any fire with structural damage or where injury or death occurs, any partial or complete evacuation of the facility resulting from natural disaster, or any loss of utilities, such as electricity, natural gas, telephone, emergency generator, fire alarm, sprinklers, and other critical equipment necessary for operation of the facility for more than 24 hours.</p>

Area of Noncompliance: Whatever It Takes was missing a sentinel event policy in their policies and procedures manual.	
Corrective Action (policy/procedure, training, environmental changes, etc): The Whatever It Takes Coalition will find the sentinel event policy and get this added to their Policy Manual. This will be approved at the July Executive\Regular Board meeting on the 23, 2018.	Anticipated Date Achieved/Implemented: Date 7-23-18
Supporting Evidence: Will be sent in after the 7-23-18 meeting.	Person Responsible: Sabrina Harmon, Director
How Maintained: This policy will be added to the Policy Manual, printed off and put in the Policy Manual (3 ring binder) for review. Information of who to contact will be given to the other two Executive Board members in case any thing happens to the Director\Sentinel.	Board Notified: Yes and will go over at 7-23-18 meeting.

Administrative POC-3	
Rule #: 67:61:03:03	Rule Statement: Board meetings and minutes of meetings. The board of directors of each agency with a board shall meet at least quarterly. Minutes of all board of director meetings shall be kept. The minutes shall include at least the following: <ul style="list-style-type: none"> (1) The date of the meeting; (2) The names of members attending; (3) The topics discussed; (4) The actions taken; (5) A summary of the agency director's report; and (6) Any fiscal reports. <p>The agency shall make the minutes available for review by the division</p>
Area of Noncompliance: Whatever It Takes' board of directors did not meet quarterly according to their board meeting minute notes.	
Corrective Action (policy/procedure, training, environmental changes, etc): The WIT Coalition board meets monthly (including the Executive Officers). Monthly minutes will reflect that it is an Executive and Board meeting and also keep records for any other additional Executive Board meeting held. The date, member names, topics, actions, summary and fiscal report will be kept on file.	Anticipated Date Achieved/Implemented: Date 7-30-18
Supporting Evidence: The Agendas and Minutes will be kept on file for review.	Person Responsible: Sabrina Harmon, Director
How Maintained: Agendas and Minutes are kept in a 3 ring binder and will be kept for review as needed.	Board Notified: Yes <input type="checkbox"/> N <input type="checkbox"/> n/a <input type="checkbox"/>

Send Plan of Correction to:

Accreditation Program
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